



JENNIFER M. GRANHOLM  
GOVERNOR

STATE OF MICHIGAN  
DEPARTMENT OF LABOR & ECONOMIC GROWTH  
LANSING

KEITH W. COOLEY  
DIRECTOR

## INFORMATION MEMORANDUM NO. 12

October 7, 2008

**TO:** All County Grant Administrators & County Representatives

**FROM:** Keith E. Lambert, P.S., Director  
Office of Land Survey & Remonumentation

**RE:** Clarification of Peer Group

During our recent reviews of county Completion Reports, we learned there are several counties who are not following their County Plan when selecting peer group members and conducting the peer group meetings.

As defined by the County Plan, "Peer Group means a minimum of three non-associated surveyors appointed by the County Representative... One member of the Peer Group shall be the County Representative, who shall act as Chair of the Peer Group."

While some of the following items may seem redundant, it would appear that there is some confusion regarding the peer group. So for further clarification:

- The County must execute a contract with all monumentation surveyors providing services to the Remonumentation Program, which includes members of the peer group.
- All contracts for the Remonumentation Program need to be presented to the County Board of Commissioners for approval and authorization.
- The sole function of the peer group is the ratification of corners. It is not within the purview of the peer group to change the work program.

*Providing for Michigan's Safety in the Built Environment*

BUREAU OF CONSTRUCTION CODES  
P.O. BOX 30704 • LANSING, MICHIGAN 48909  
Telephone (517) 241-6321 • Fax (517) 241-6301  
[www.michigan.gov/dleg](http://www.michigan.gov/dleg)

DLEG is an equal opportunity employer/program.  
Auxiliary aids, services and other reasonable accommodations are available upon request to individuals with disabilities.

- Peer group meetings must be held in compliance with 1976 PA 267, the Open Meetings Act. The Act requires that minutes of each meeting be available to the public showing the date, time, place, members present and absent, and any decisions made at the meeting.
- Peer group meetings cannot be held if the County Representative/Surveyor is not present or if there are less than the minimum of three non-related peer group members in attendance.
- Non-surveyors cannot be peer group members and cannot ratify corners.
- A peer group member/monumentation surveyor may not vote on his/her corner for ratification.
- When a peer group member must abstain from voting on his/her corners, a minimum of three peer group members is still necessary for ratification. Corners cannot be ratified by less than three qualified peer group members voting in the affirmative.

Please contact our office at (517) 241-6321 if you have any questions.